GENERAL NEWS

Loyola
OF MONTREAL
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Montreal 262, Quebec,
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MEMORANDUM

TO: ALL FACULTY, STAFF and ADMINISTRATION

CLOSING OF WINDOWS IN OFFICES AND ROOMS

The Department of Physical Services would ask your co-operation in closing all windows in offices and classrooms before you leave for the Holiday Season.

This preventive measure will enable our department to keep the property in good condition and prevent expensive damage. With your co-operation, we will be able to avoid calling back men from their holiday.

We would like to extend to you a very Happy Holiday Season.

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